AS-IS PROCESSES:

1. Motor Carrier Fleet and/or Vehicle Registration (IRP)
2. Collections Receives New IRP Application with Payment
3. Motor Carrier Fleet and/or Vehicle Registration Renewal (IRP)
4. Cashiering Processes for IRP credentials
5. Deposit Corrections
6. Process Single IRP Payment
7. Motor Carrier fuel tax (IFTA) licensing
8. Motor Carrier IFTA renewal
9. Cashiering Processes for Tax System (TS)
10. Bonding processes (as needed) for IFTA licensed carrier
11. IRP Transmittal and Payment Processes
12. IFTA Transmittal and Payment Processes
13. Establish Motor Fuels Taxes and Fees Audit Plan
14. Conduct Motor Fuels Taxes and Fees Audit
15. Motor Fuels Taxes and Fees Post-Audit Activities
16. Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation
17. Hand-Issued Permits Reconciliation
18. IFTA Tax Collection [Includes Billing and Collections processes for IFTA multijurisdictional activities]
19. IFTA Refund (Credentials and Tax)
20. IRP Refund
21. UCR registration and funds received directly by MDT
22. Entering manual non-VISTA related financial transactions, such as payments made to reimburse MDT for damages (i.e. guard rail)
23. Licensing for Compressed Natural Gas (CNG), Liquid Propane Gas (LPG), Propane Distributor (PD) and Special Fuel (SU) Users
24. Dyed Fuel Citation Process and Fee Collection
25. Non-Sufficient Funds (NSF) check processing
26. Process Single Batch
27. Process Mail with Checks/Cash
28. End-of-Day Reconciliation
29. Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation
30. Daily SABHRS Deposit Setup

Color Key: Items above in blue are modeled and contained in this document; items in orange are TBD.

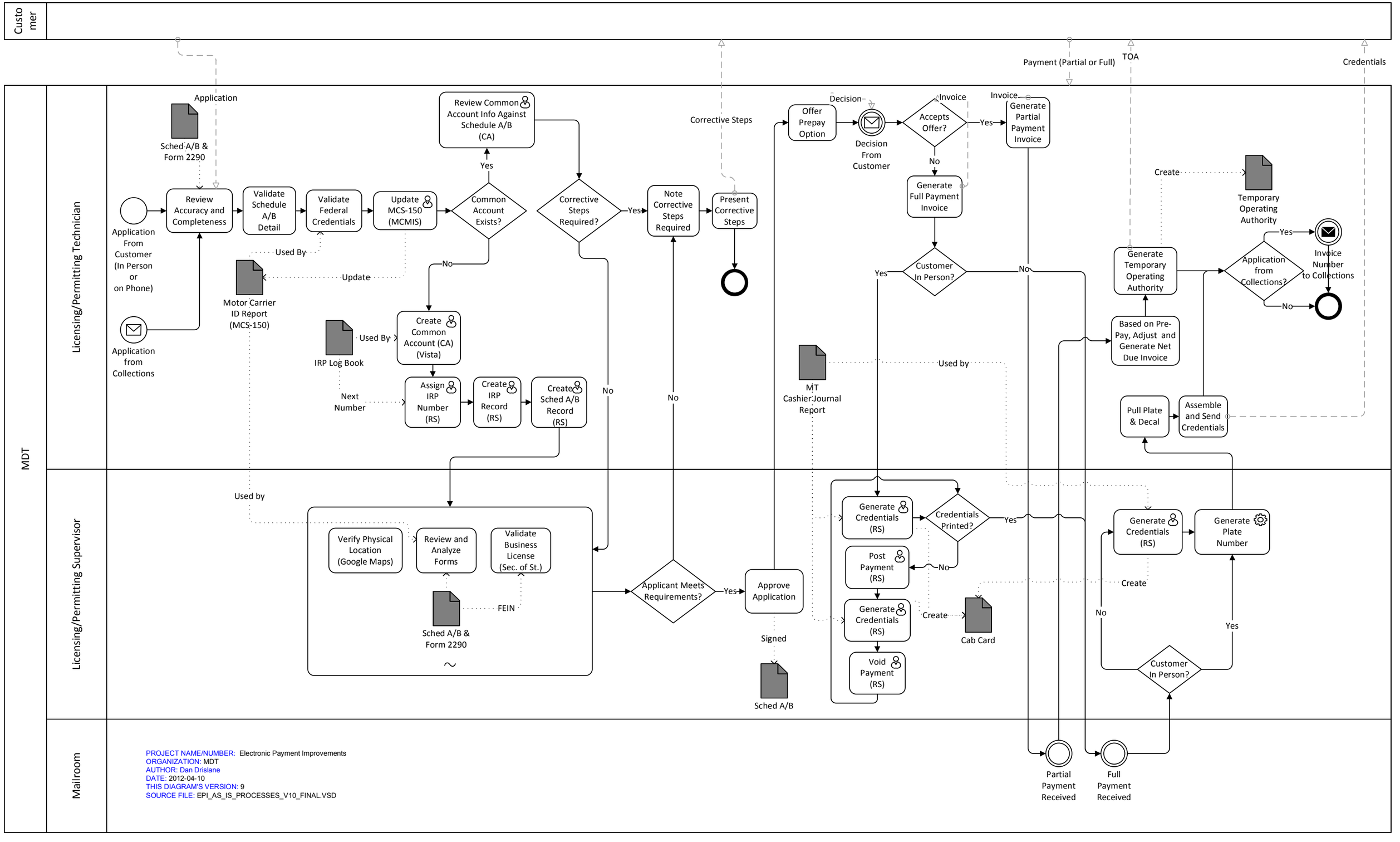
Control + Click on any of the hyperlinks above to navigate to that process diagram. (Does not apply to PDF users.)

PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE ENTIRE MODEL PUBLISHED: 2012-04-11
VERSION OF THE COMPLETE COLLECTION OF DIAGRAMS: 10*
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

*NOTE: Individual diagrams have their own version numbers.

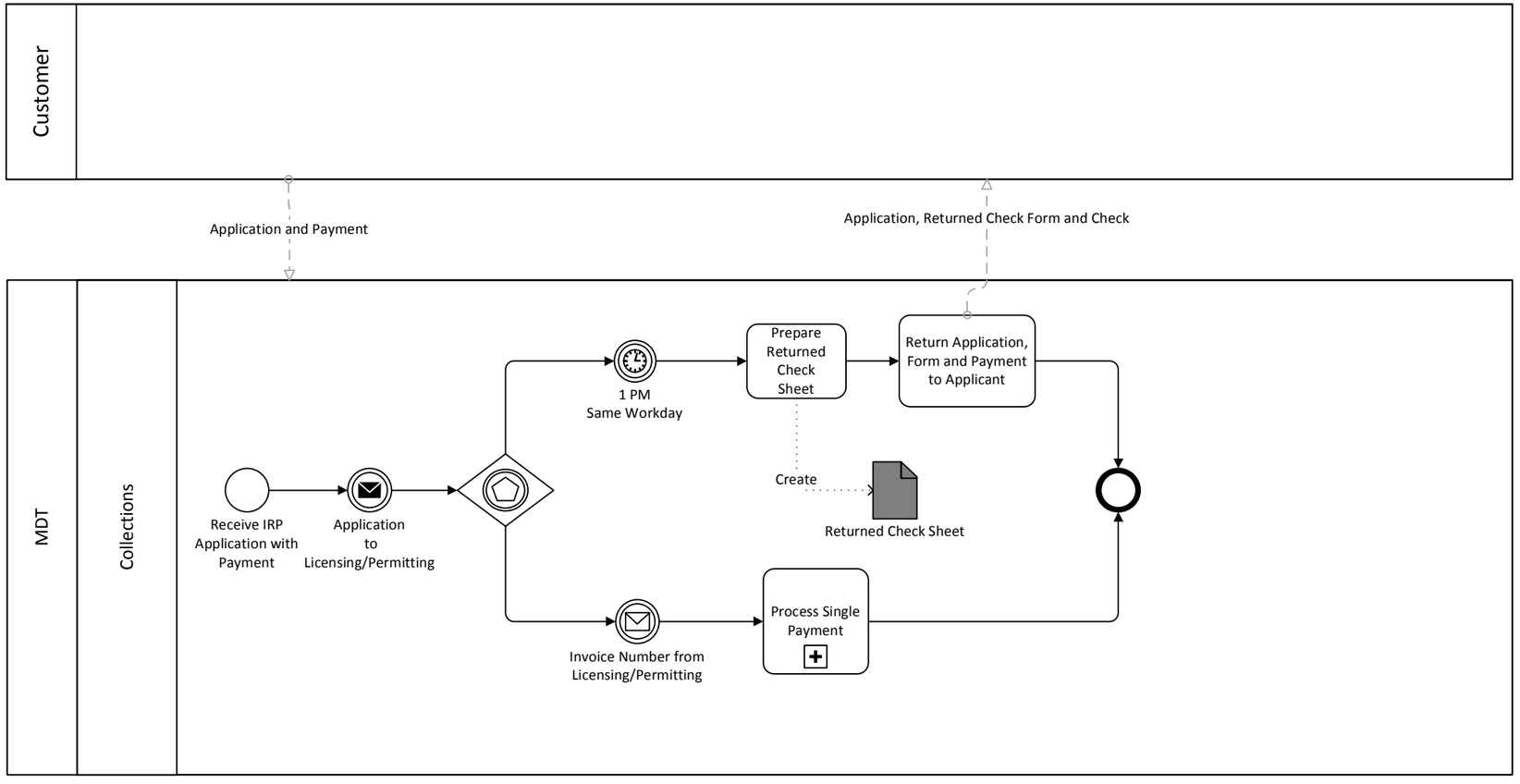
AS-IS PROCESS 1: Motor Carrier Fleet and/or Vehicle Registration (IRP)

May be: 3rd Party, Driver, Owner Operator, Fleet Representative



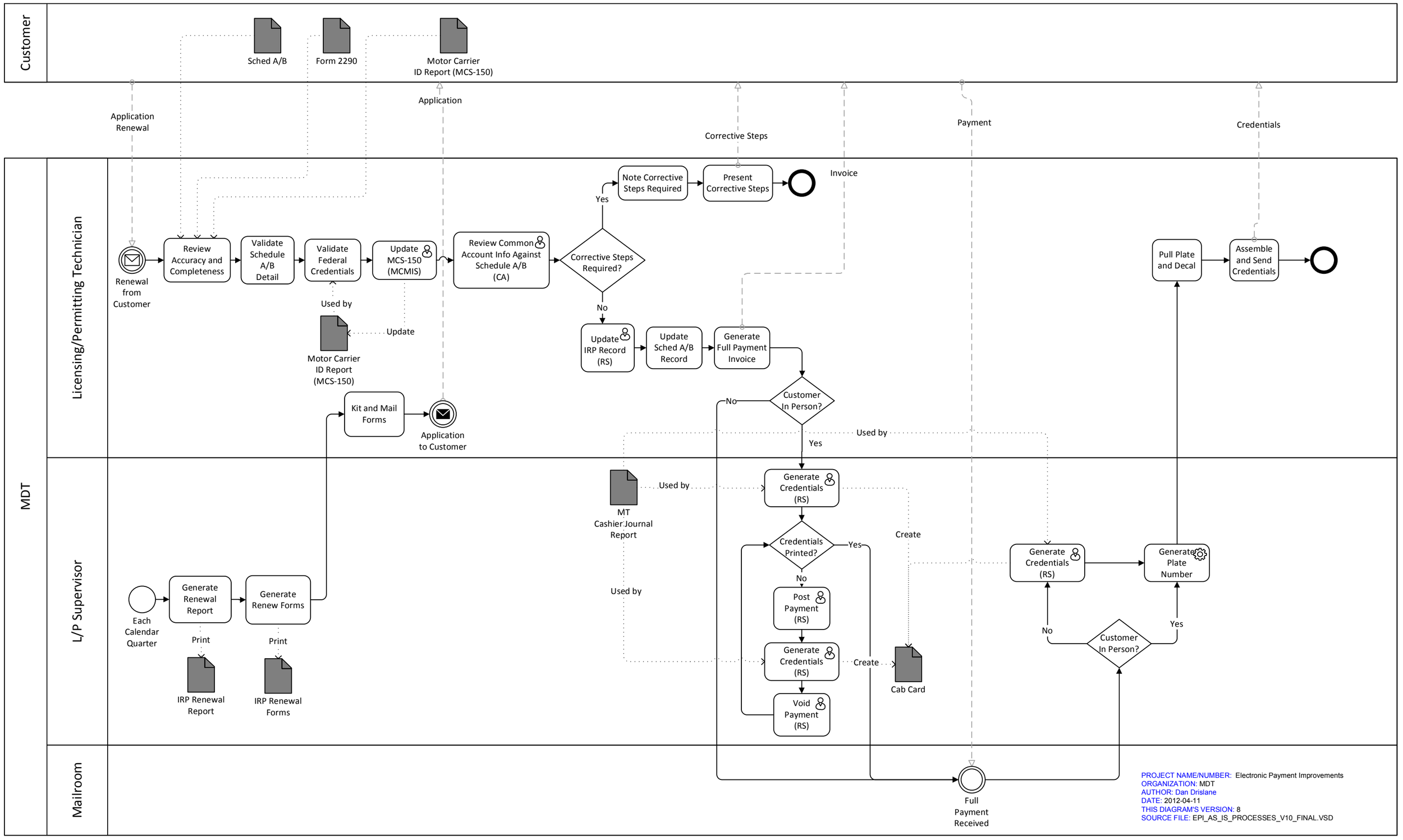
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-10
THIS DIAGRAM'S VERSION: 9
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 2: Collections Receives New IRP Application with Payment



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 3: Motor Carrier Fleet and/or Vehicle Registration Renewal (IRP)



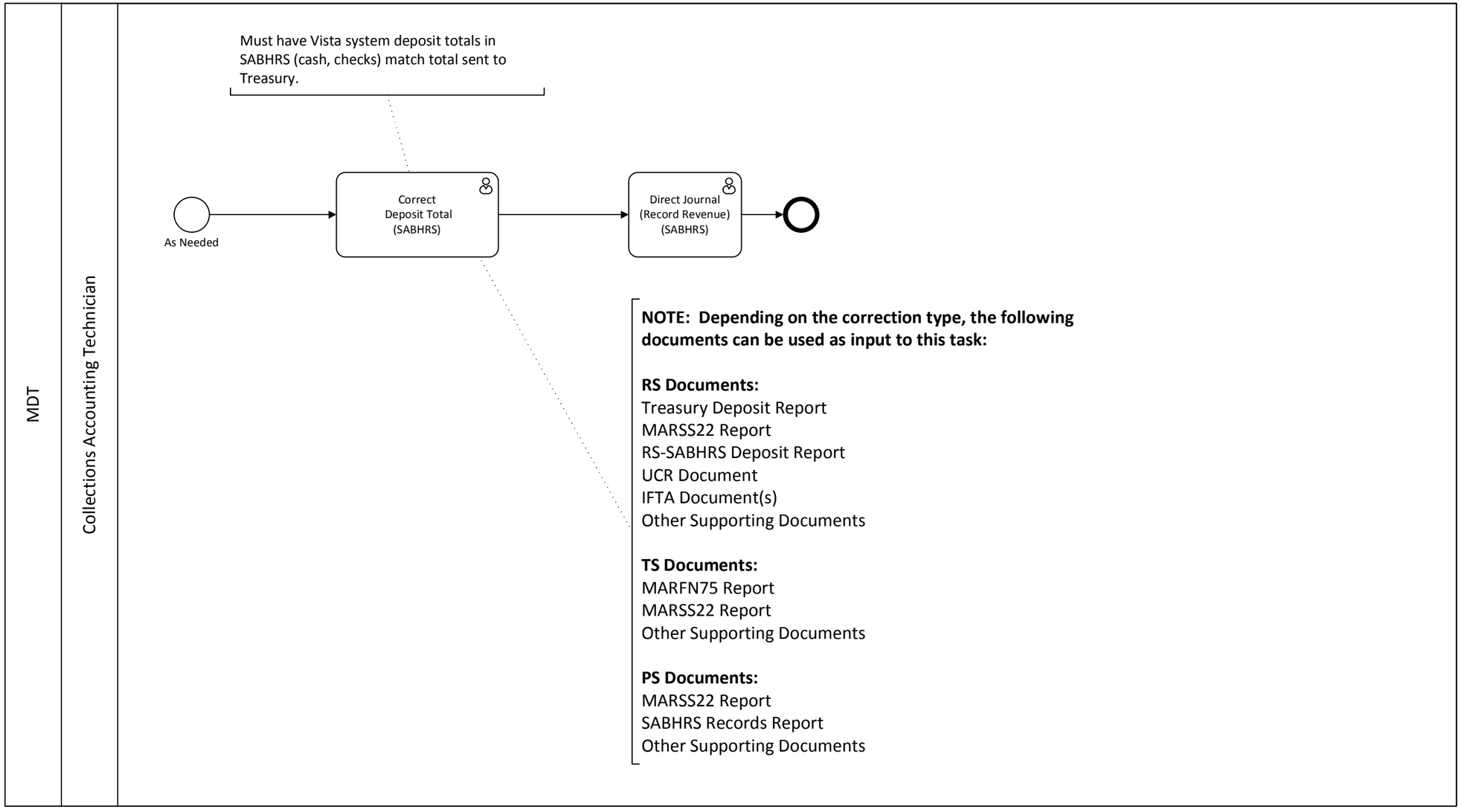
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-11
THIS DIAGRAM'S VERSION: 8
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 4: Cashiering Processes for IRP credentials

PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-11
THIS DIAGRAM'S VERSION: 6
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 5: Deposit Corrections

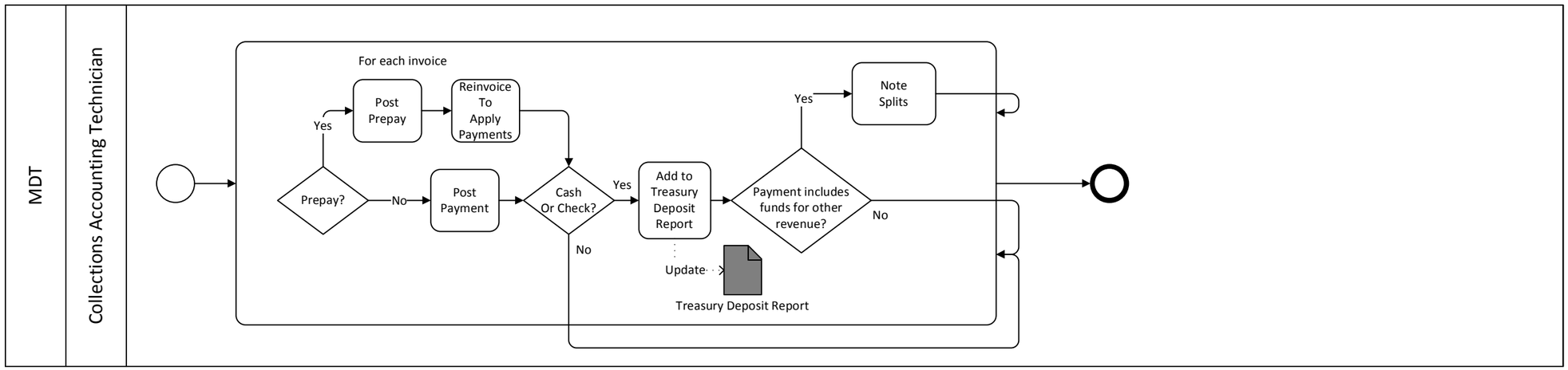
Called from: Cashiering Processes for IRP credentials (4), Cashiering Processes for Tax System (9), Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation (30)



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 4
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

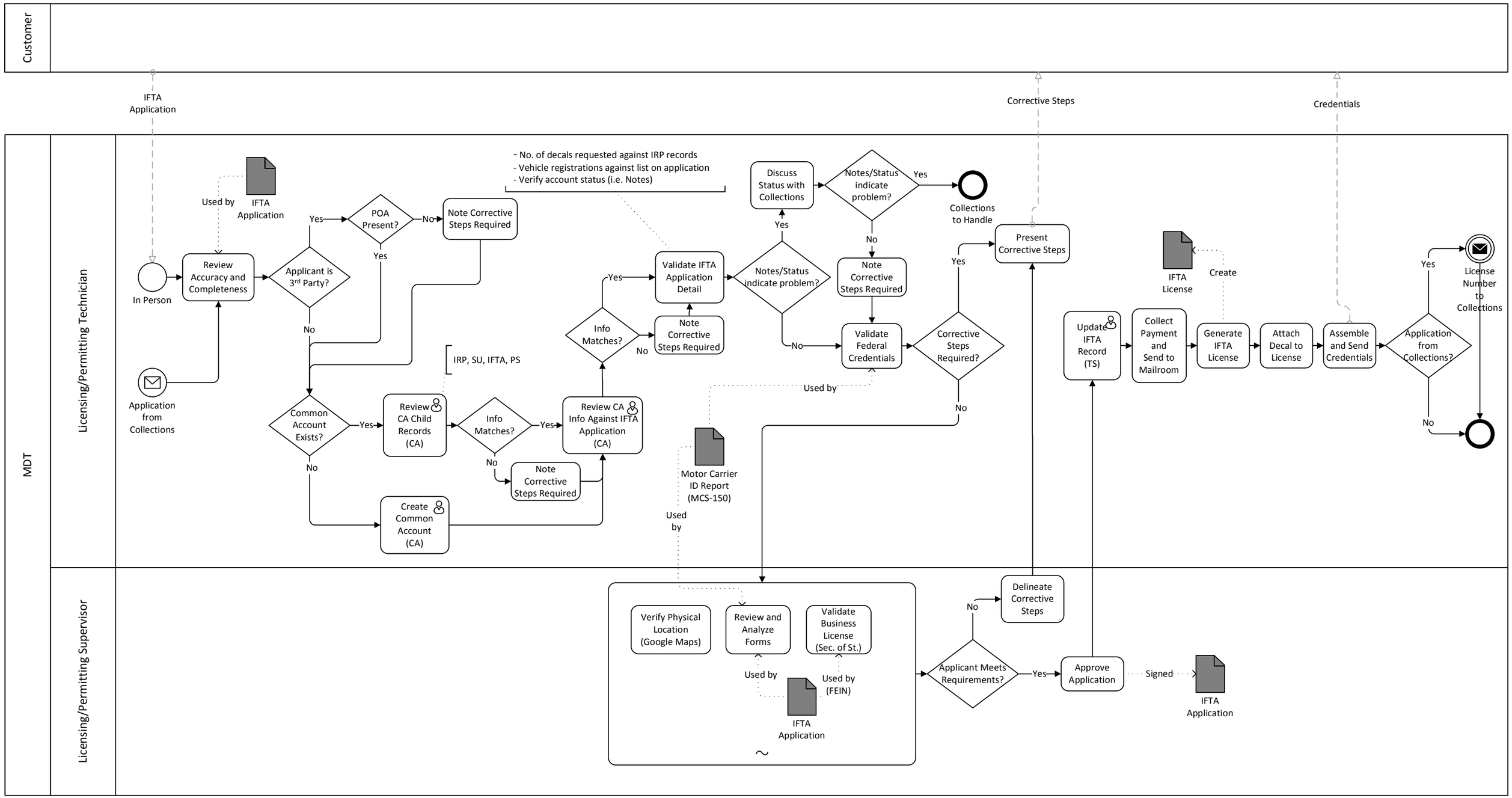
AS-IS PROCESS 6: Process Single IRP Payment

Called from: Cashiering Processes for IRP credentials (4)



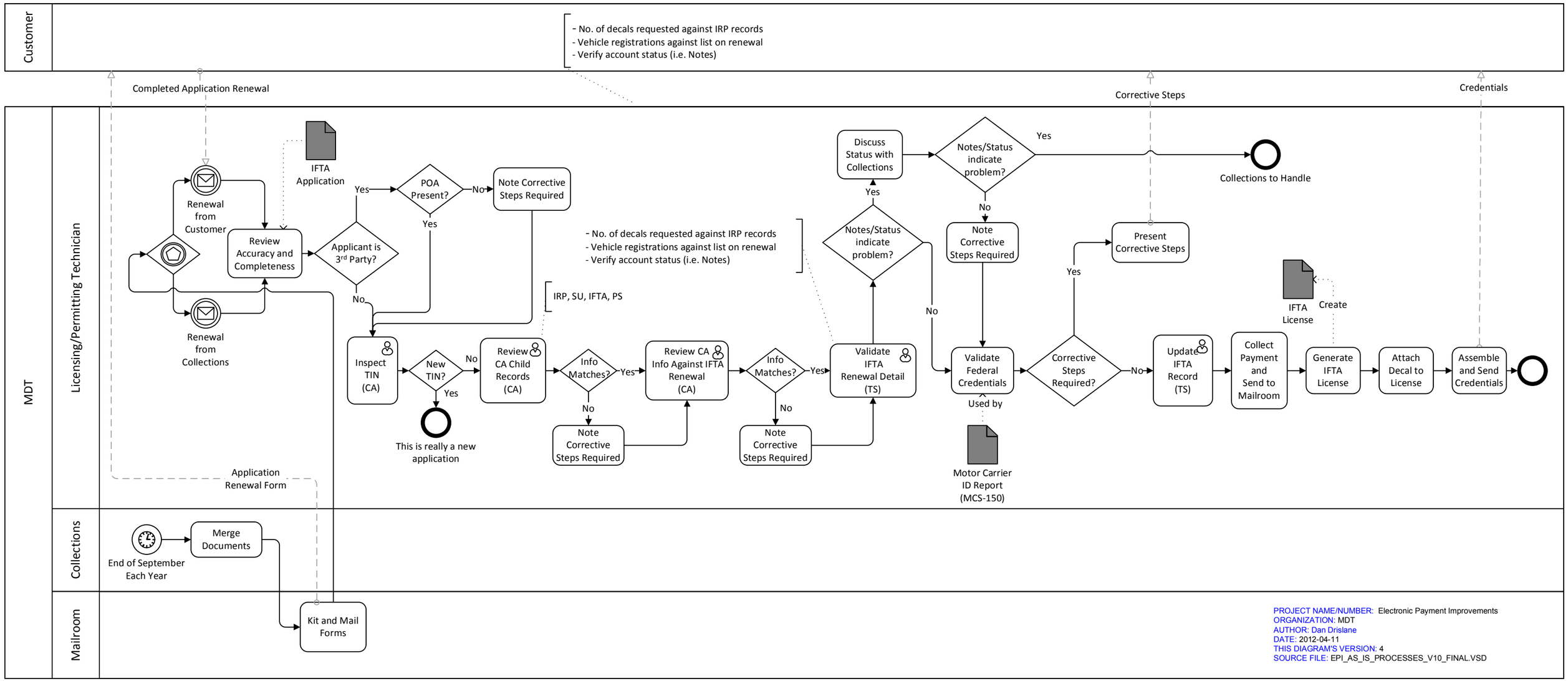
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 4
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 7: Motor Carrier Fuel Tax (IFTA) Licensing



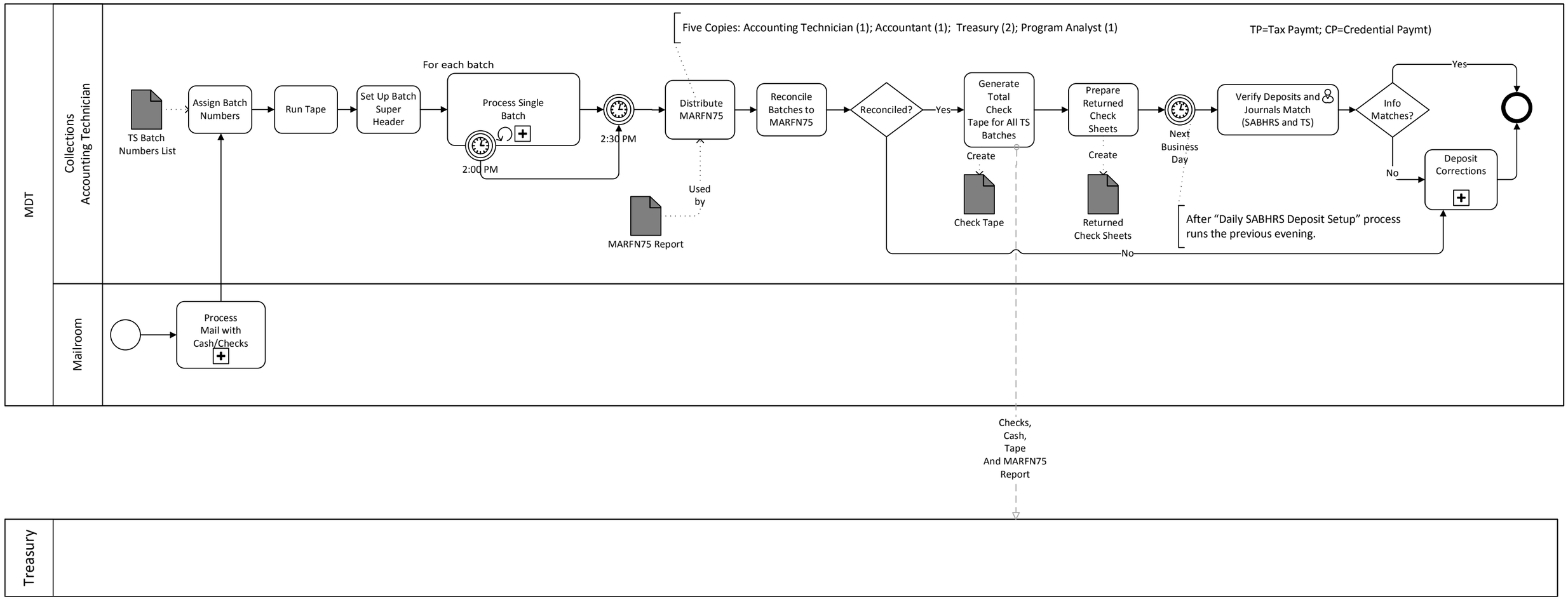
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 8: Motor Carrier IFTA Renewal



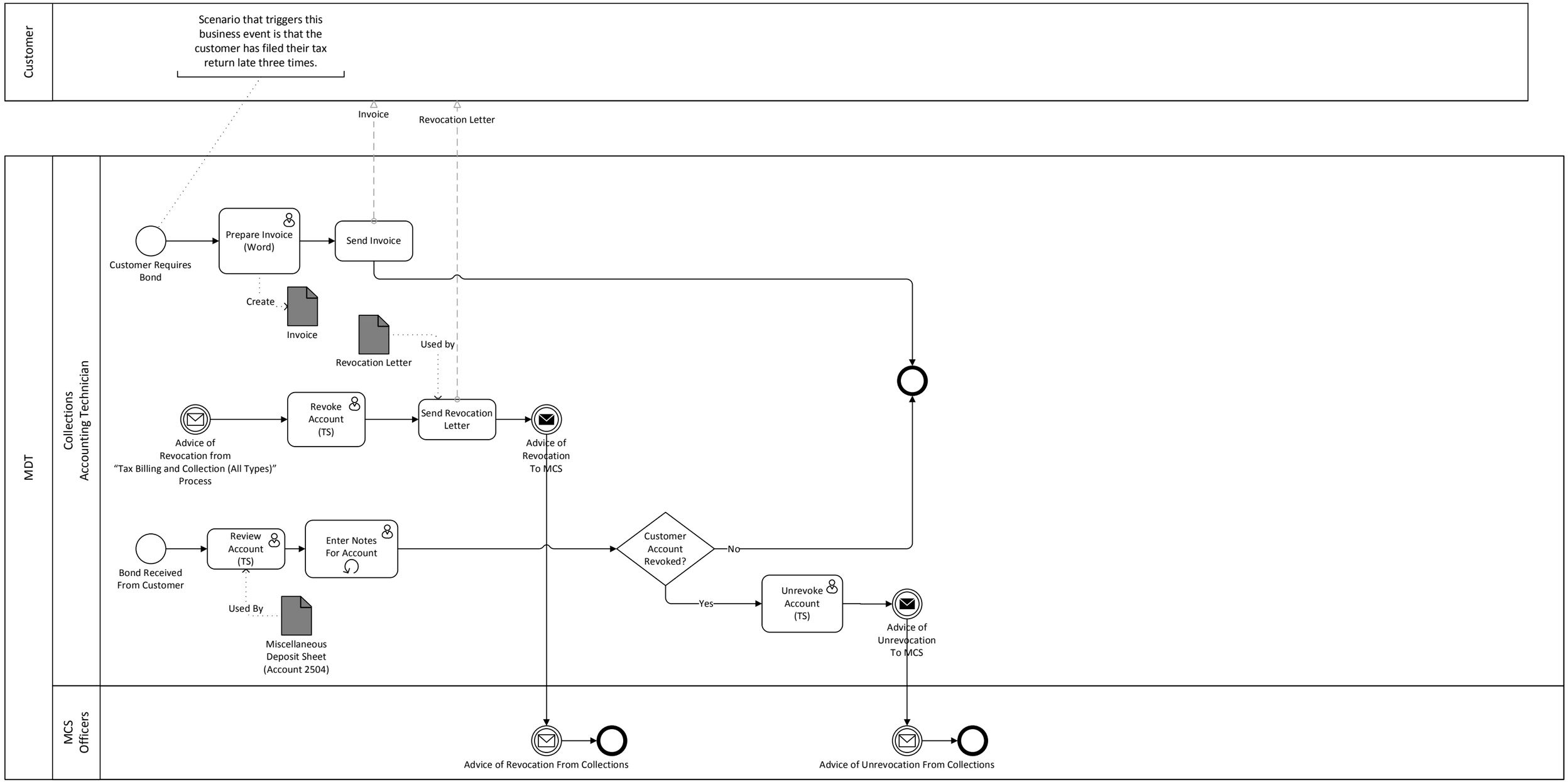
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-11
THIS DIAGRAM'S VERSION: 4
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 9: Cashiering Processes for Tax System (TS)



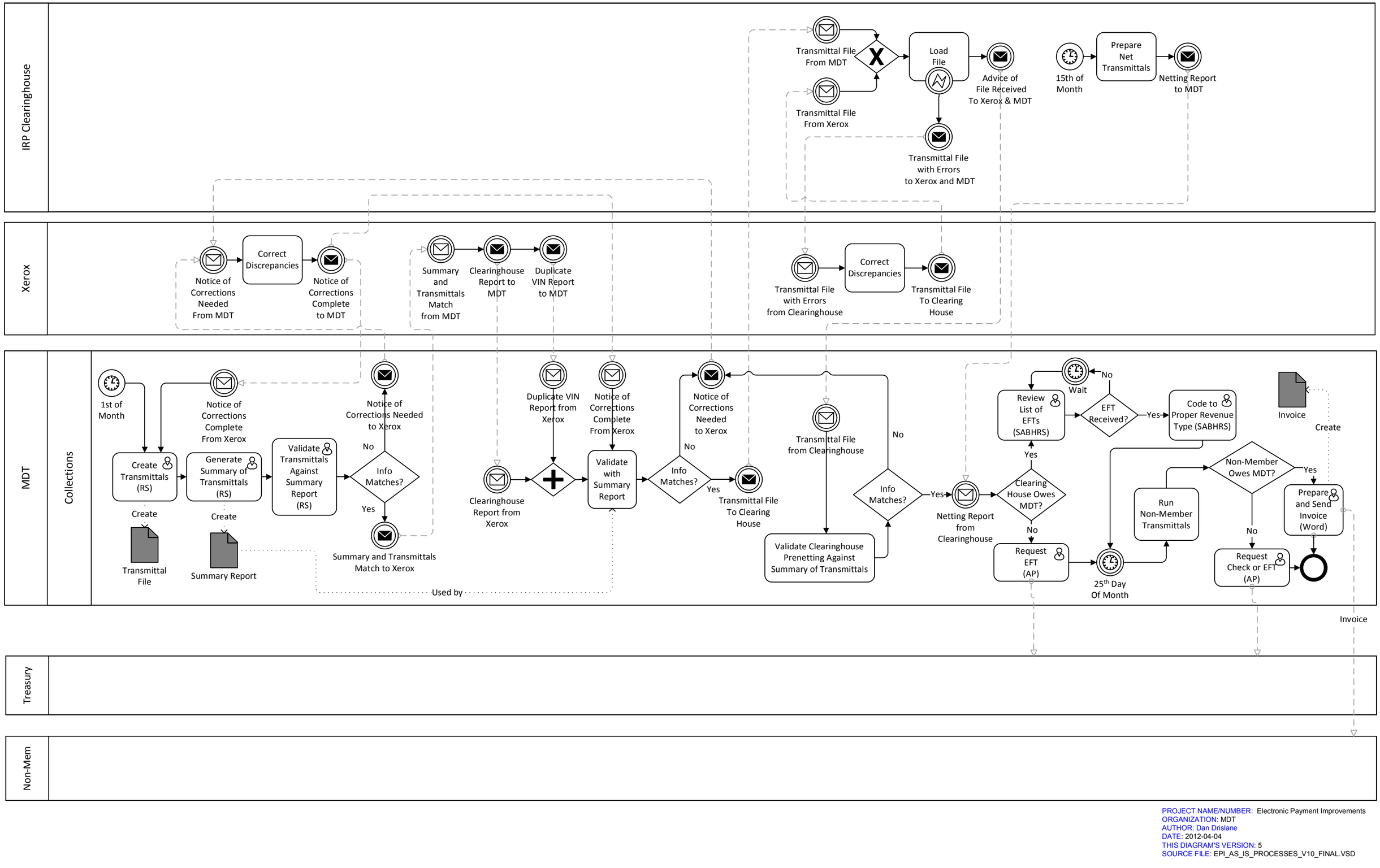
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 5
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 10: IFTA Bonding



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 11: IRP Transmittal and Payment Processes

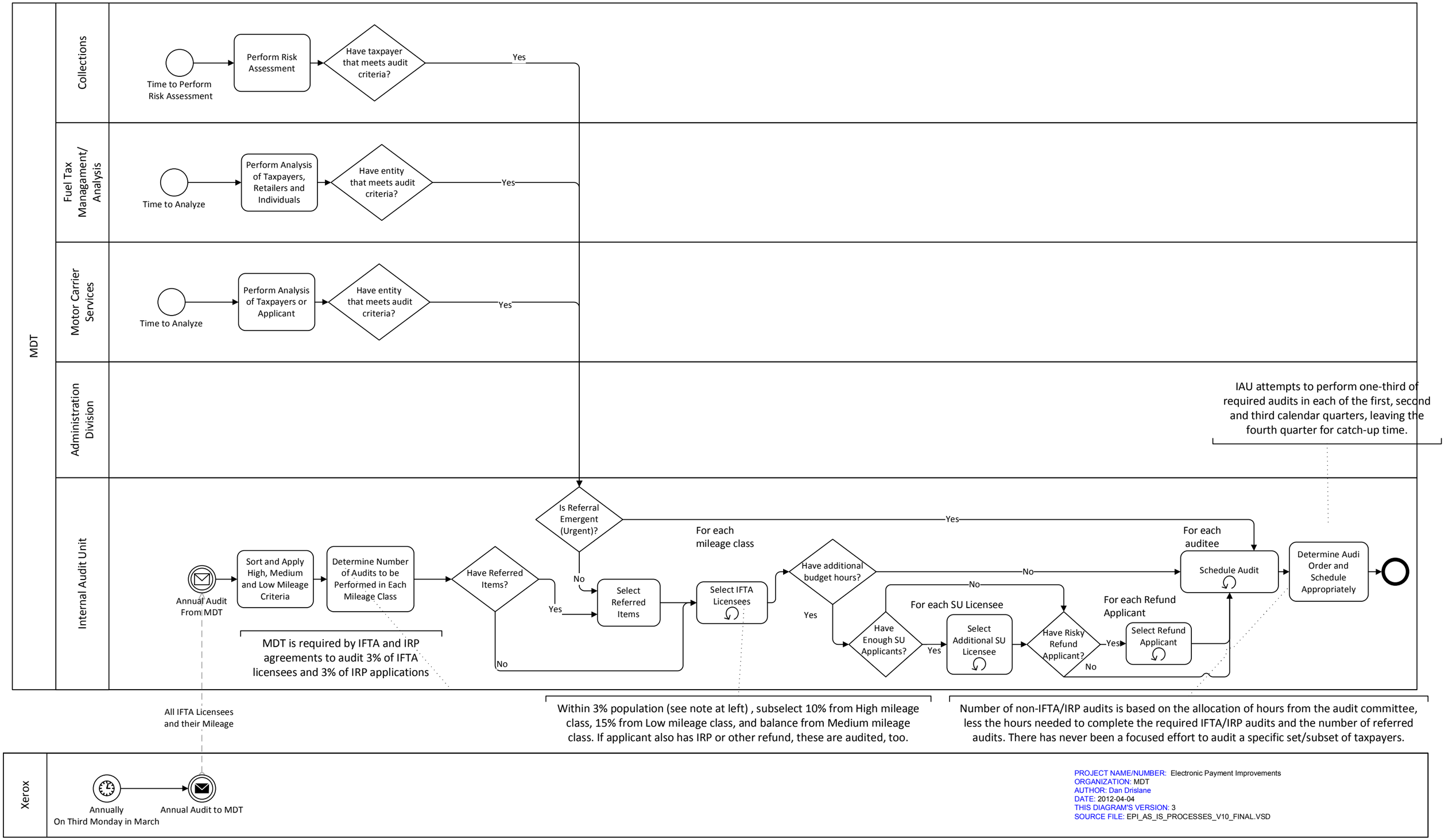


PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 5
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 12: IFTA Transmittal and Payment Processes

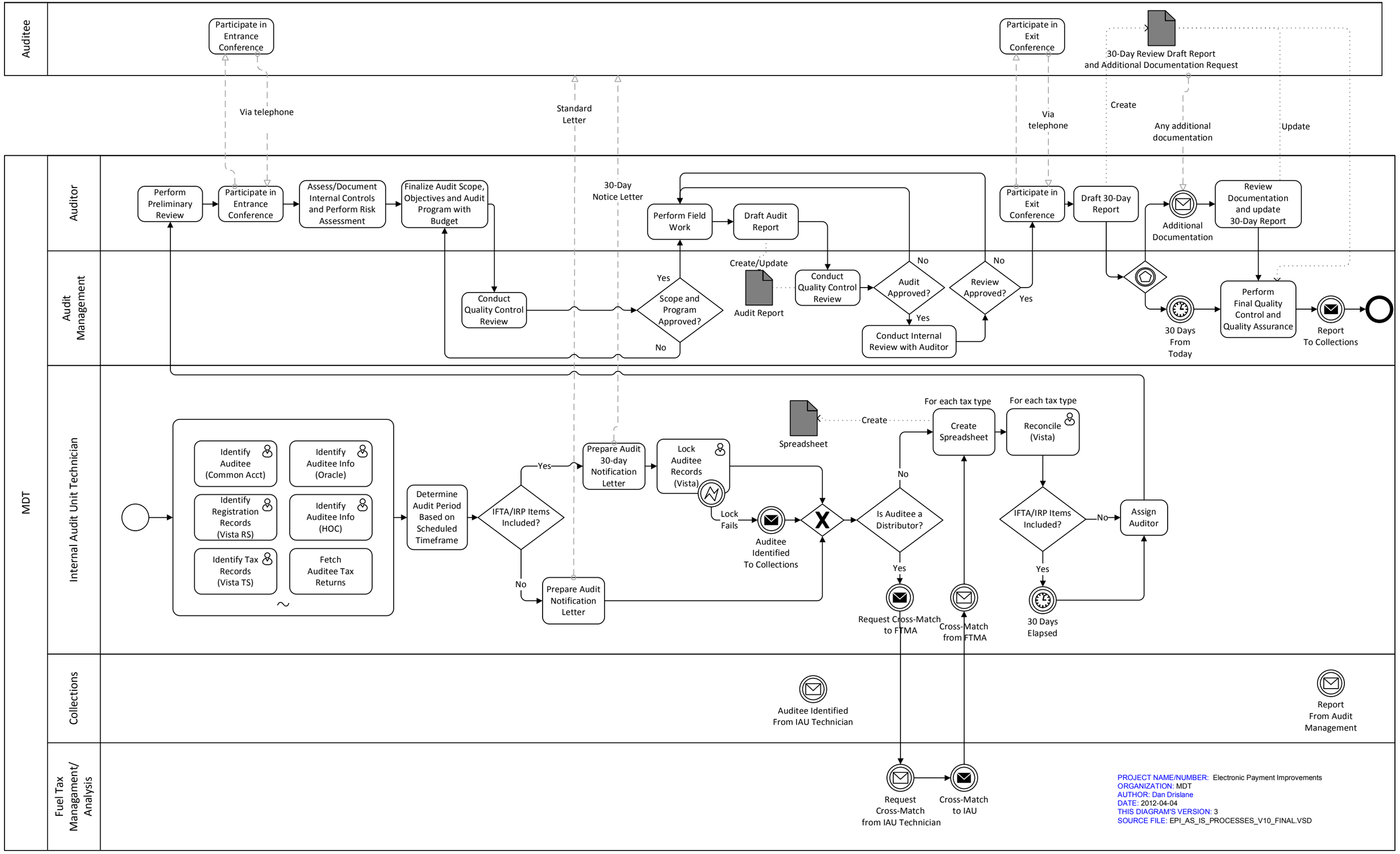
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-02
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 13: Establish Motor Fuels Taxes and Fees Audit Plan



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

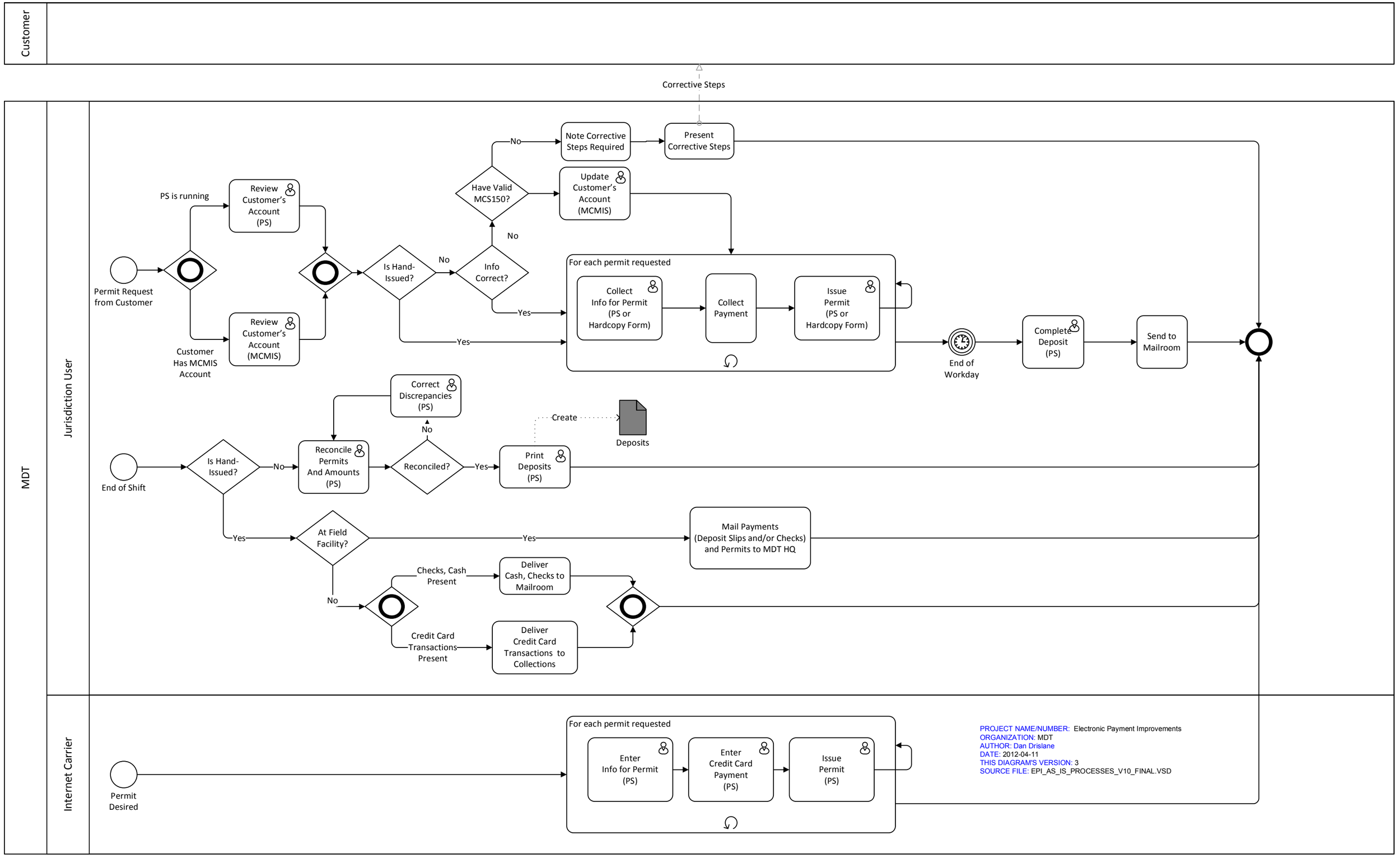
AS-IS PROCESS 14: Conduct Motor Fuels Taxes and Fees Audit



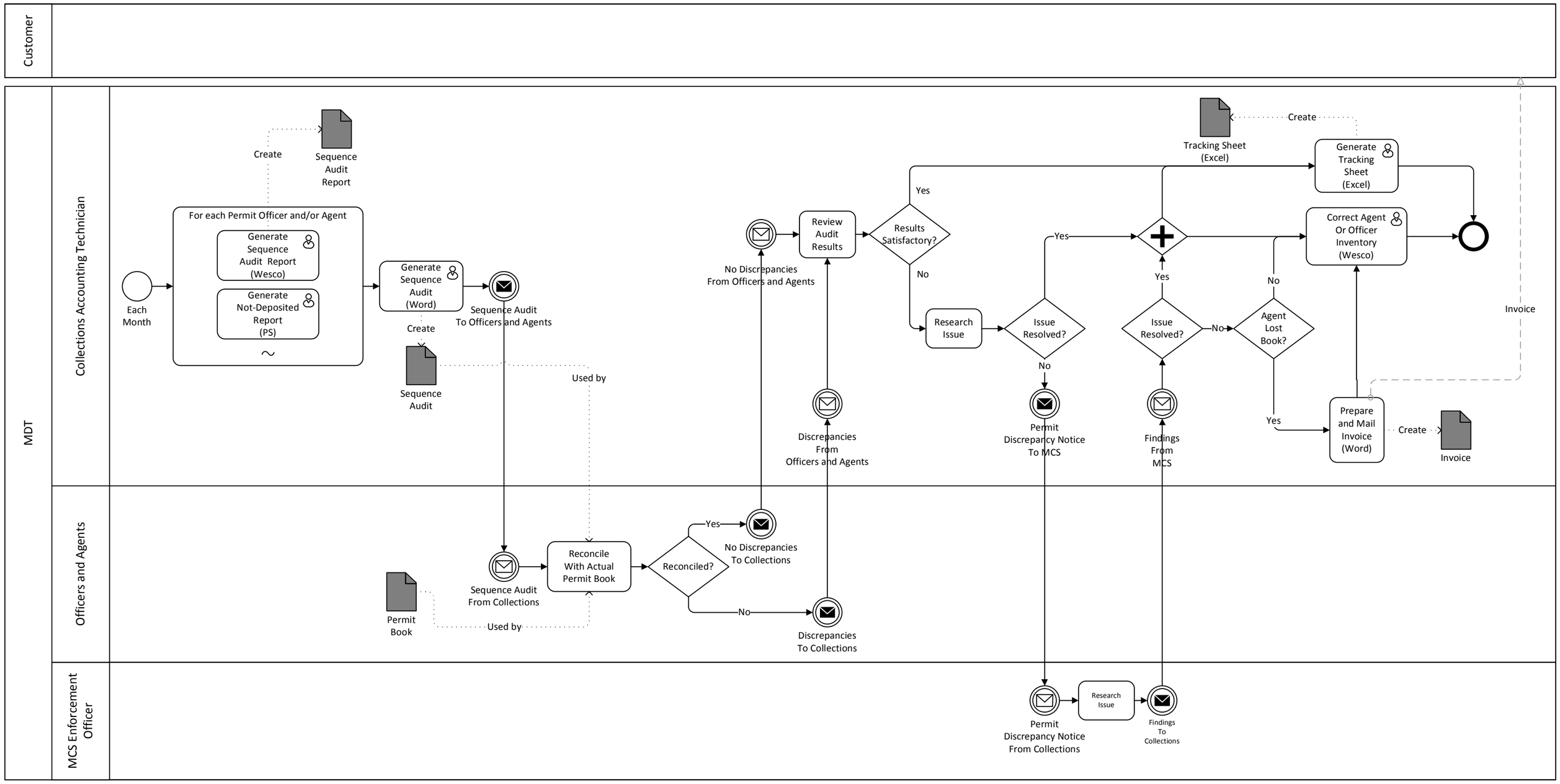
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 15: Motor Fuels Taxes and Fees Post-Audit Activities

AS-IS PROCESS 16: Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation



AS-IS PROCESS 17: Hand-issued Permits Reconciliation



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 18: Tax Billing and Collection (All Tax Types)

MDT

Vista TS

Collections Accounting Technician

Collections Accountant

2:00 AM Each Workday

Generate Estimated Tax Notices (TS)

Generate First Assessment Notices (TS)

First Day of 3rd Month of Quarter

Generate Non-Filer Report (TS)

Create

First Assessment Notice

Create

Non-Filer Report

Used by

Create

Used by

30 Days From Today

Generate Revocation Letters

Create

Revocation Letter

Process Estimated Tax Return (TS)

Estimated Tax Notice

Used by

Mail First Assessment Notices

Advice of Revocation to "IFTA Bonding" Process

14 Days From Today

Actual Taxes Owed?

No

Yes

Receive Payment From Customer

Mail Estimated Tax Notices

Receive Tax Return From Customer

Process Tax Return (TS)

Require Penalty Waiver?

No

Yes

Create

Invoice

Determine Audit Type

Prepare and Mail Invoice (Word)

IFTA Multi-Jurisdictional?

Yes

Enter Amount Owed and Separate by Revenue Type (SABHRS AR)

No

Enter Amount Owed (i.e. Tax, Interest) (TS)

30 Days From Today

Prepare and Mail Past Due Invoice (Word)

Create

Past Due Invoice

30 Days From Today

Receive Payment From Customer

Amount Owed > $500

Yes

File Lawsuit in District Court

No

Amount Owed < $500 And > $100?

Yes

Refer to Contracted Collection Agency

No

IFTA Multi-Jurisdictional?

No

Yes

Enter Amount Owed (i.e. Tax, Interest) (TS)

Reverse Amount Owed (SABHRS AR)

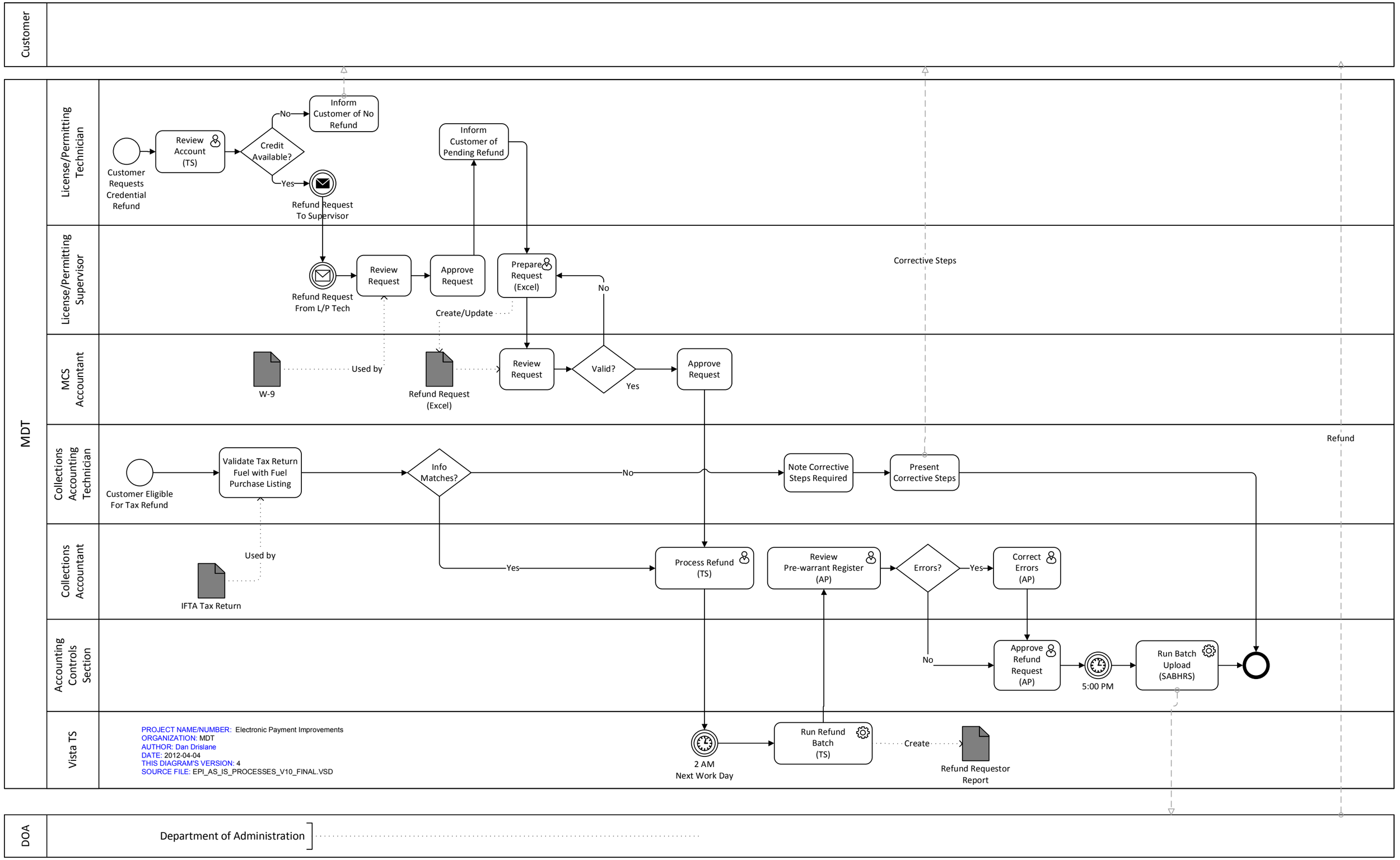
Set Customer Account To Zero $ (Write Off Bad Debt) (TS)

Waive Penalty (TS)

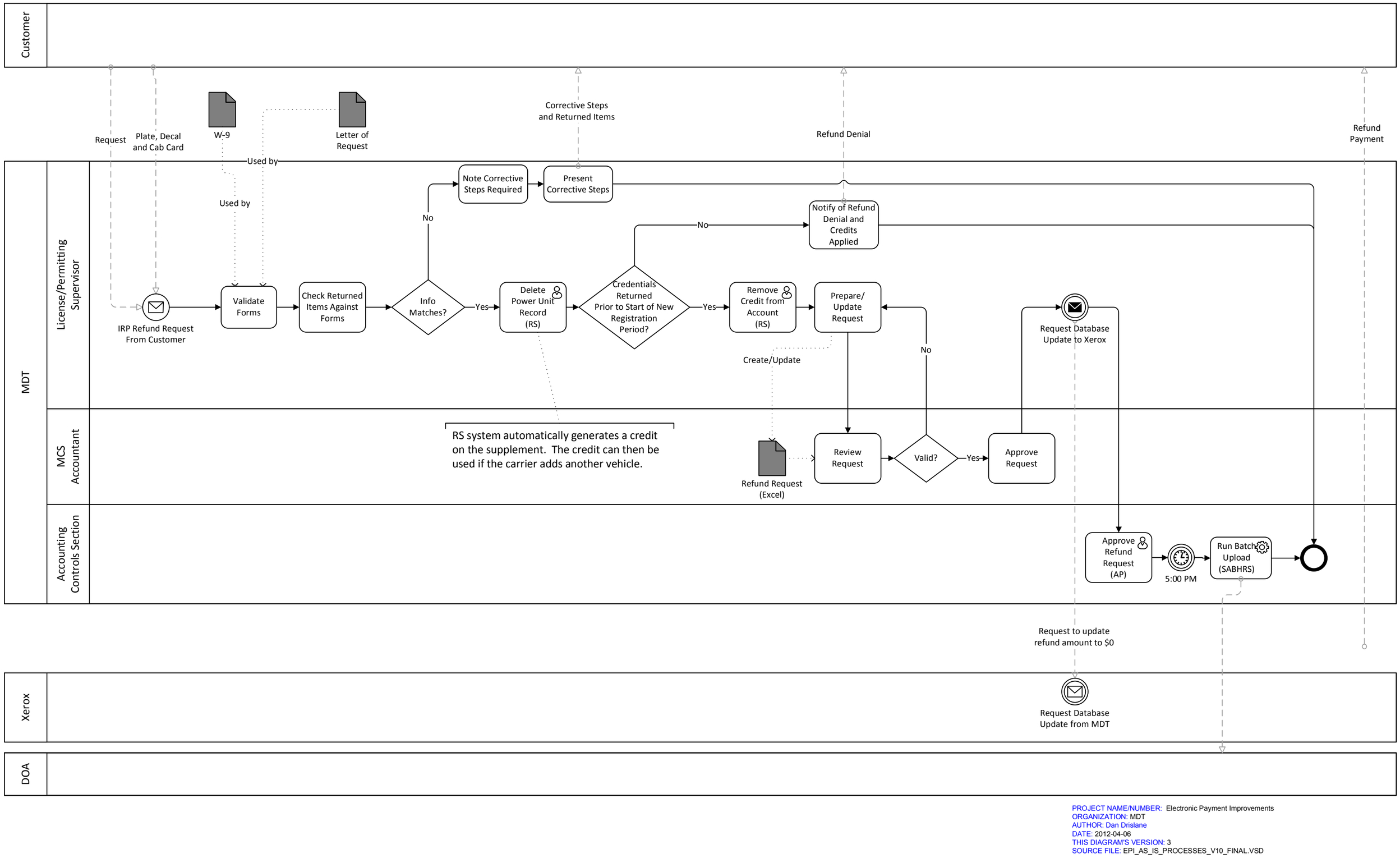
Audit Arrives From IAU

PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 19: IFTA Refunds (Credentials and Tax)

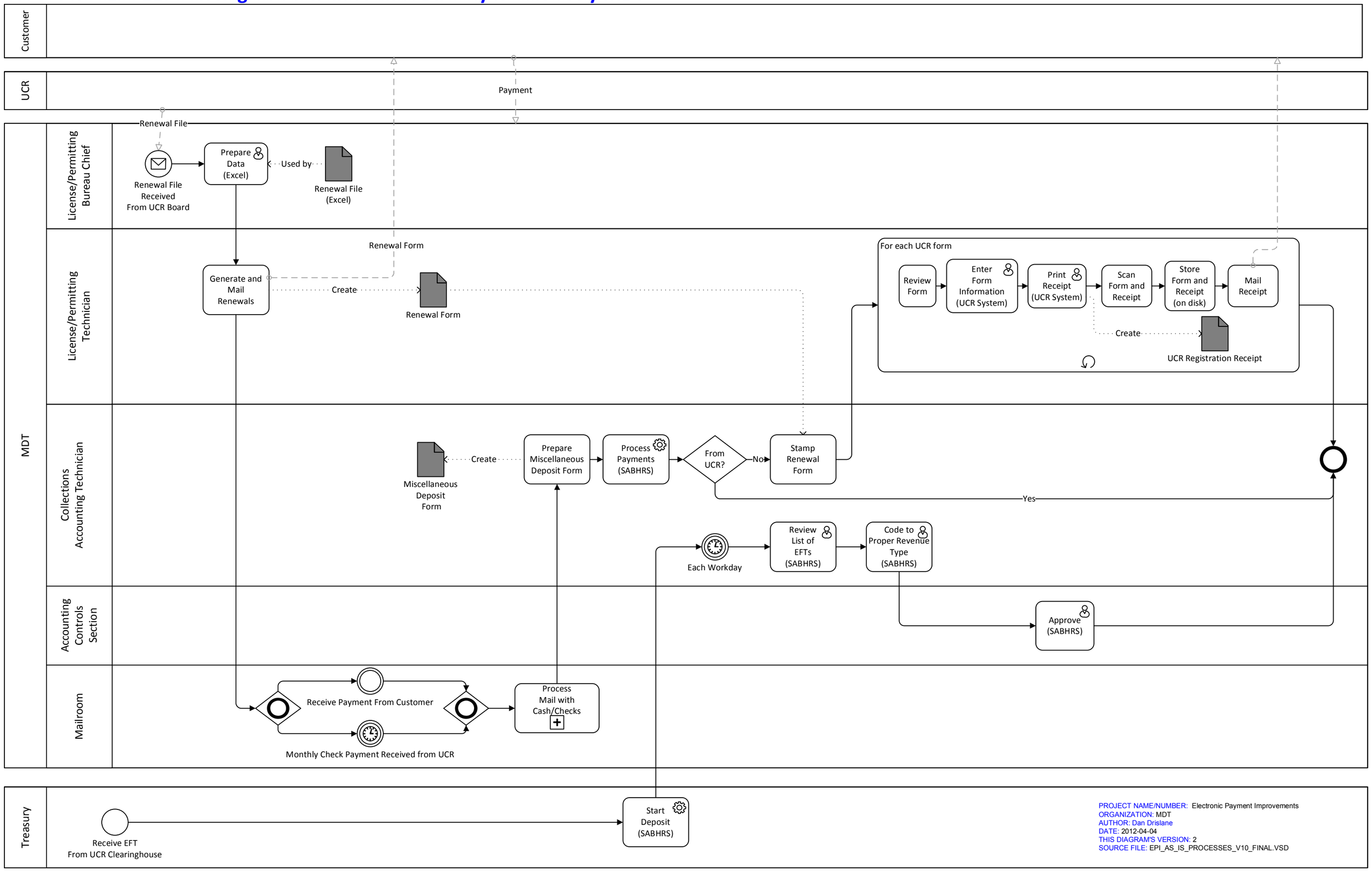


AS-IS PROCESS 20: IRP Refund



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-06
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

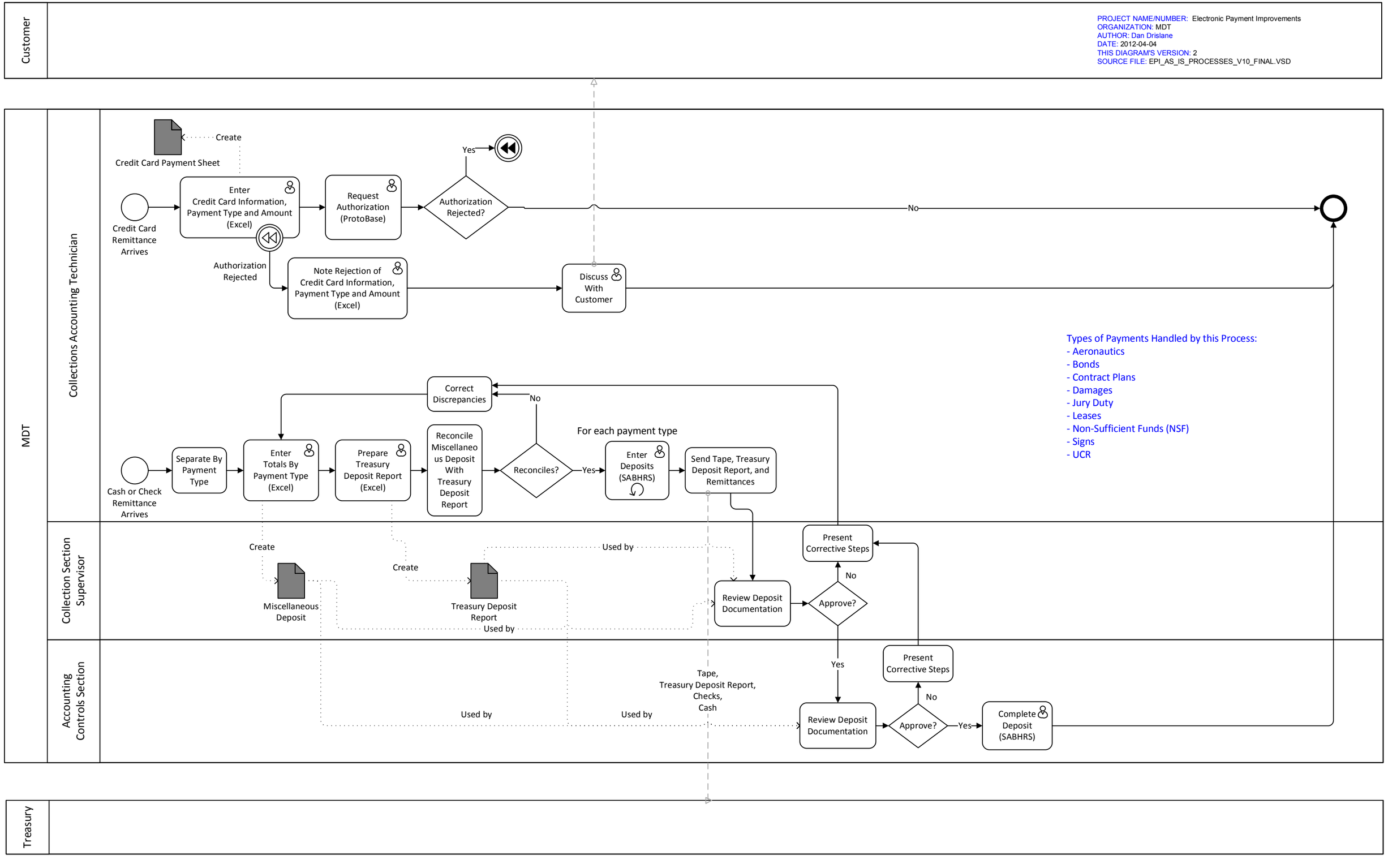
AS-IS PROCESS 21: UCR Registration and Funds Directly Received by MDT



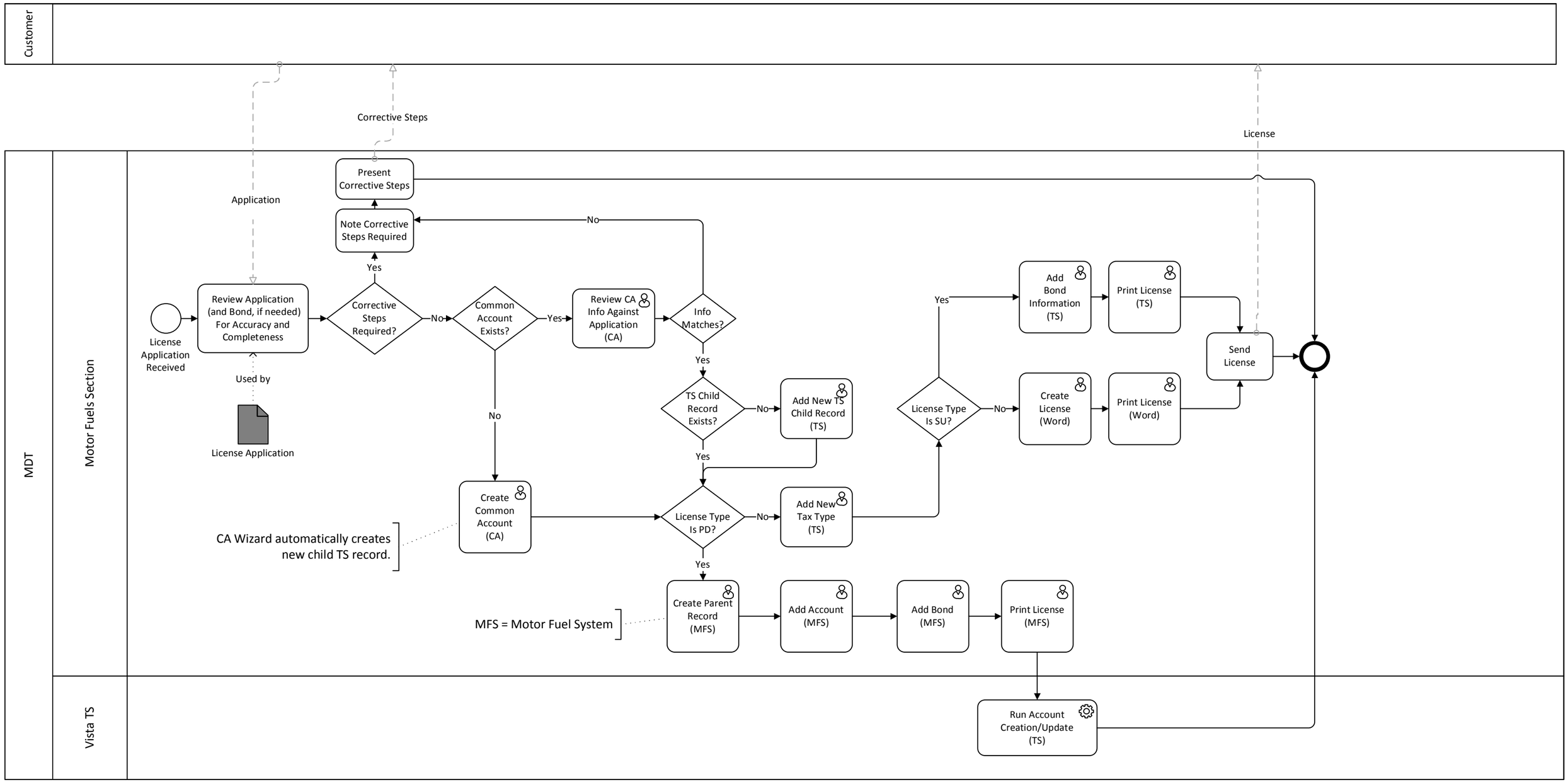
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 22: Entering Manual Non-VISTA Related Financial Transactions

PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-04
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

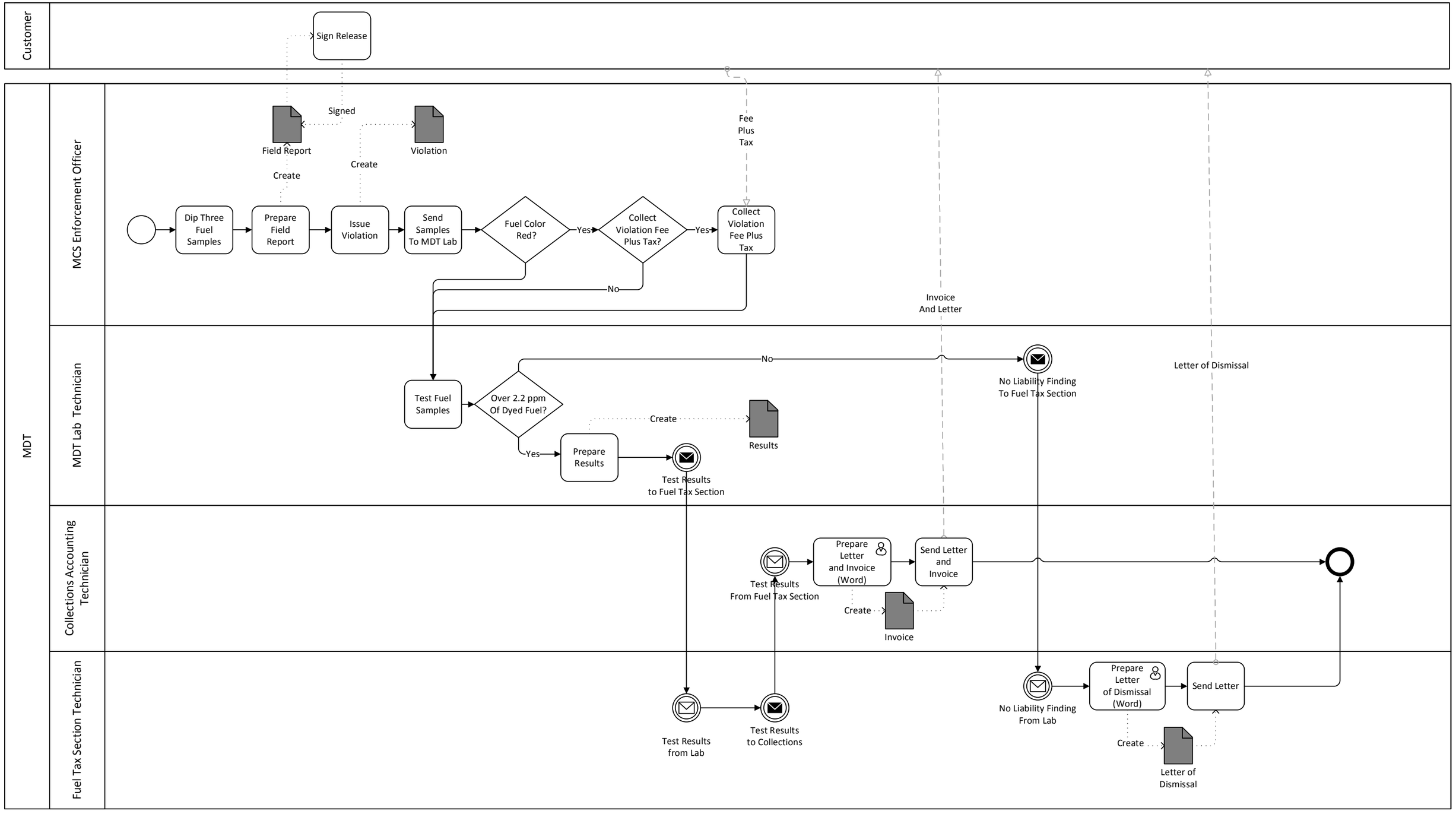


AS-IS PROCESS 23: Licensing for Compressed Natural Gas (NG), Liquid Propane Gas (LP), Petroleum Distributor (PD) and Special Fuel Users (SU)



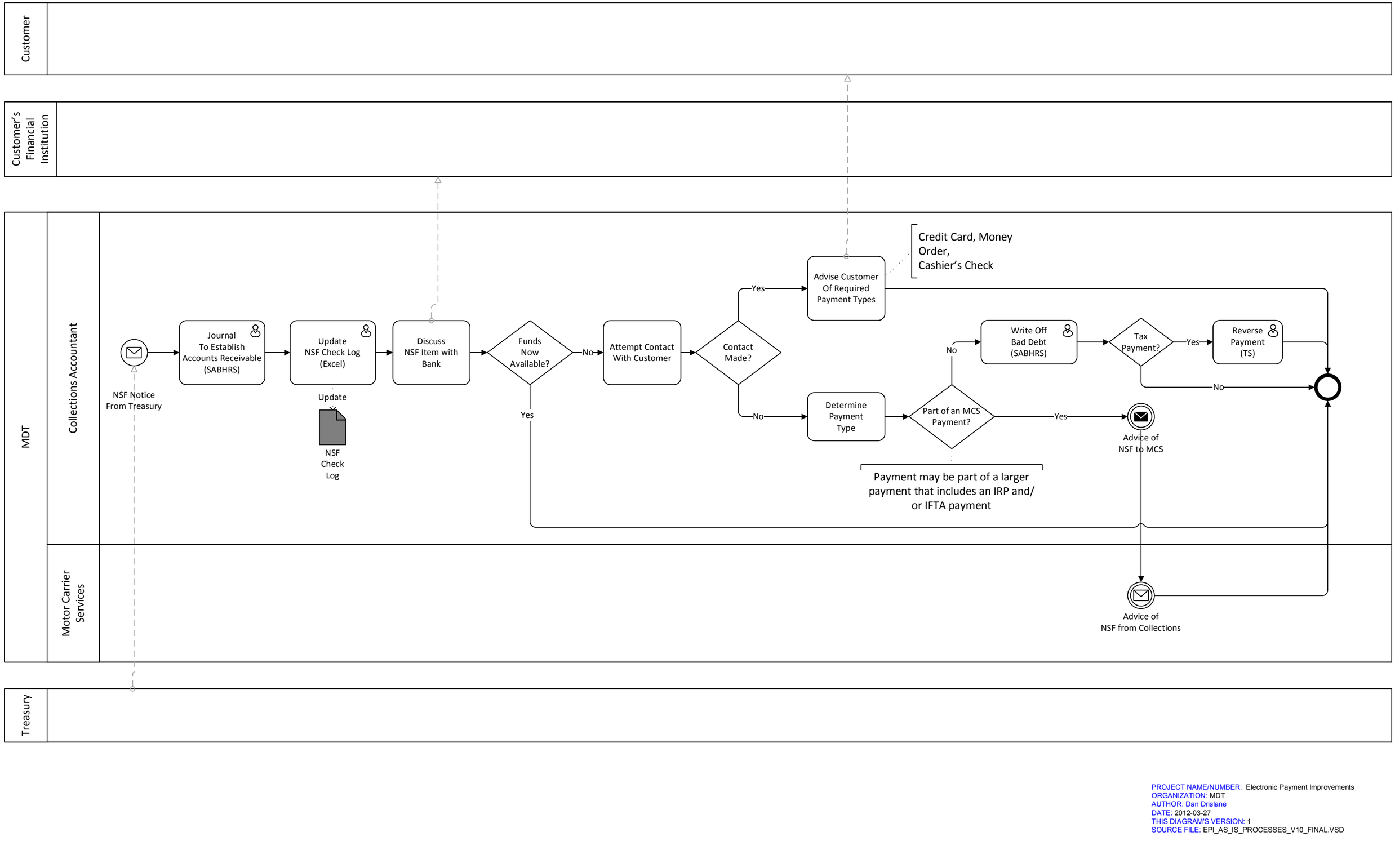
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-05
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 24: Dyed Fuel Citation Process and Fee Collection



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-03-27
THIS DIAGRAM'S VERSION: 1
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

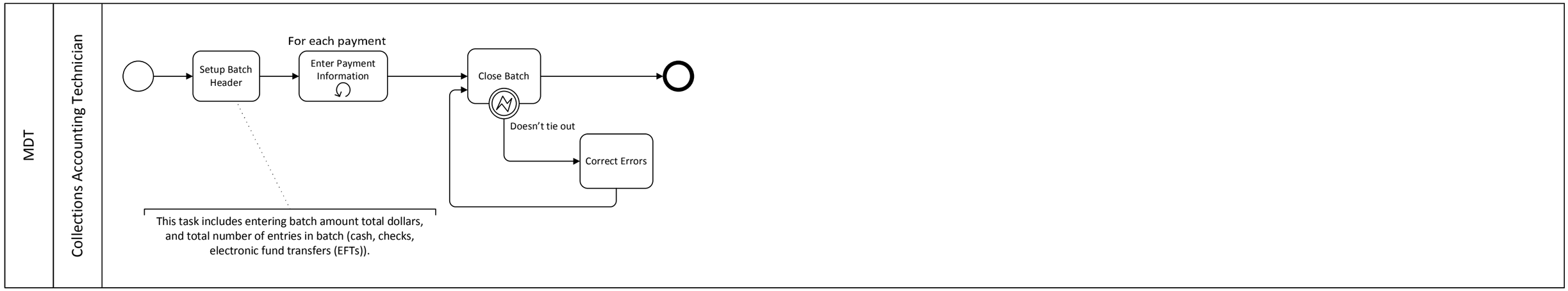
AS-IS PROCESS 25: Non-Sufficient Funds (NSF) Check Processing



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-03-27
THIS DIAGRAM'S VERSION: 1
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 26: Process Single Batch

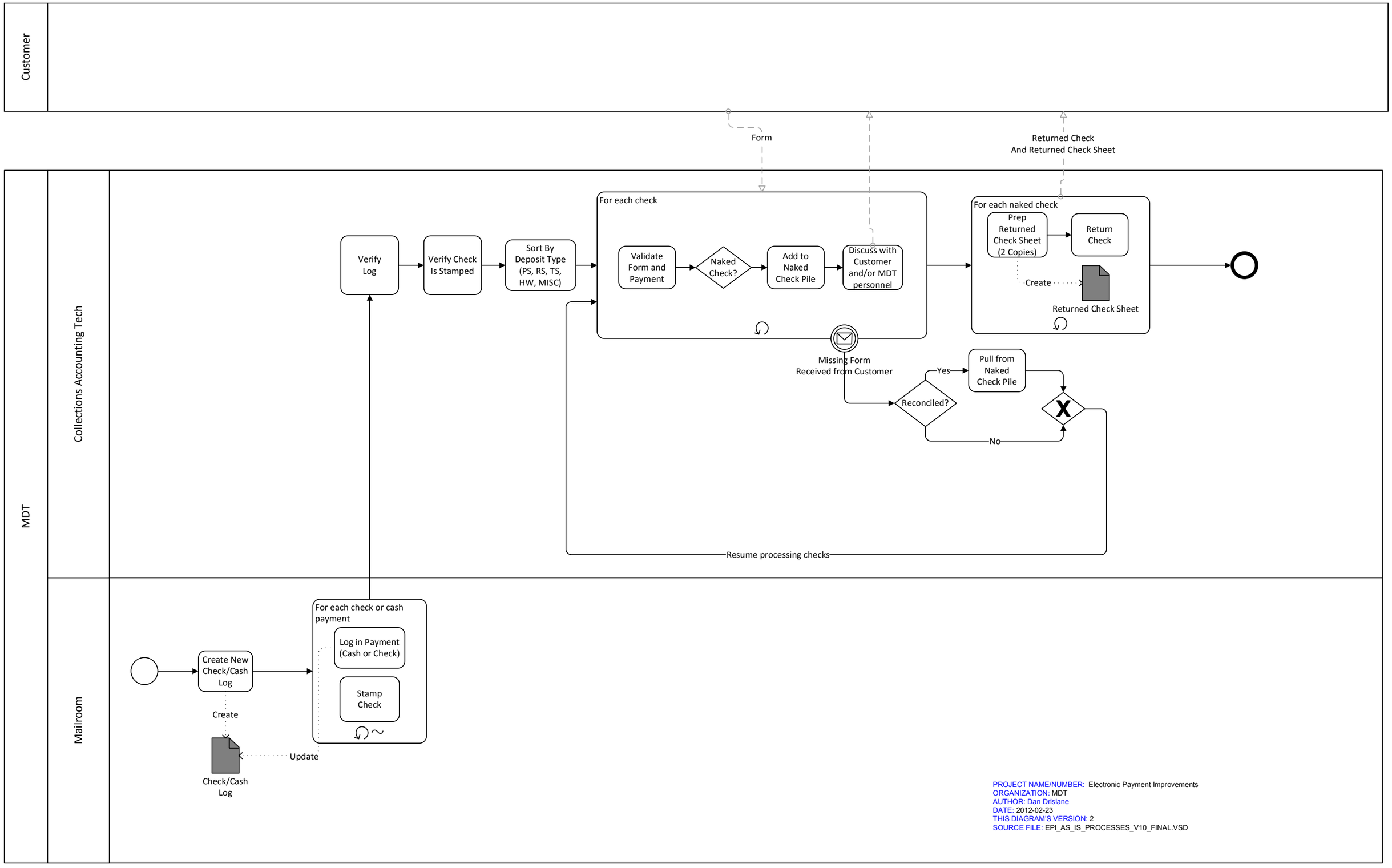
(Called as a sub-process from Cashiering Processes for Tax System)



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-02-23
THIS DIAGRAM'S VERSION: 1
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

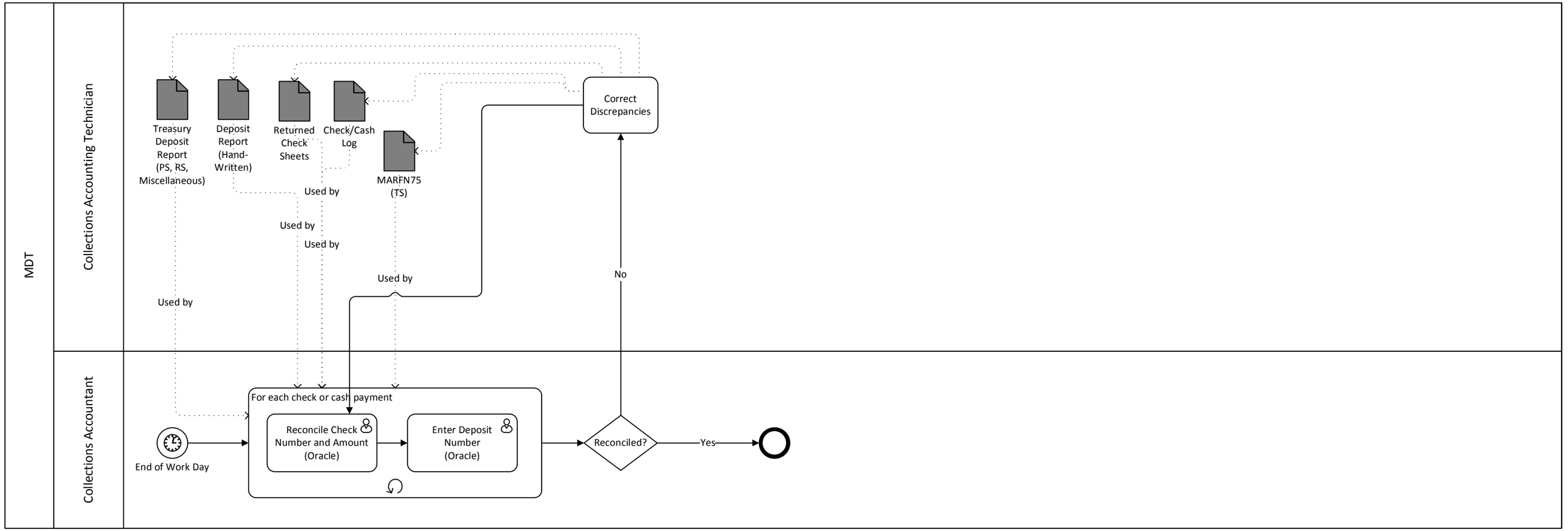
AS-IS PROCESS 27: Process Mail with Cash/Checks

Called from: Cashiering Processes for IRP credentials (4);



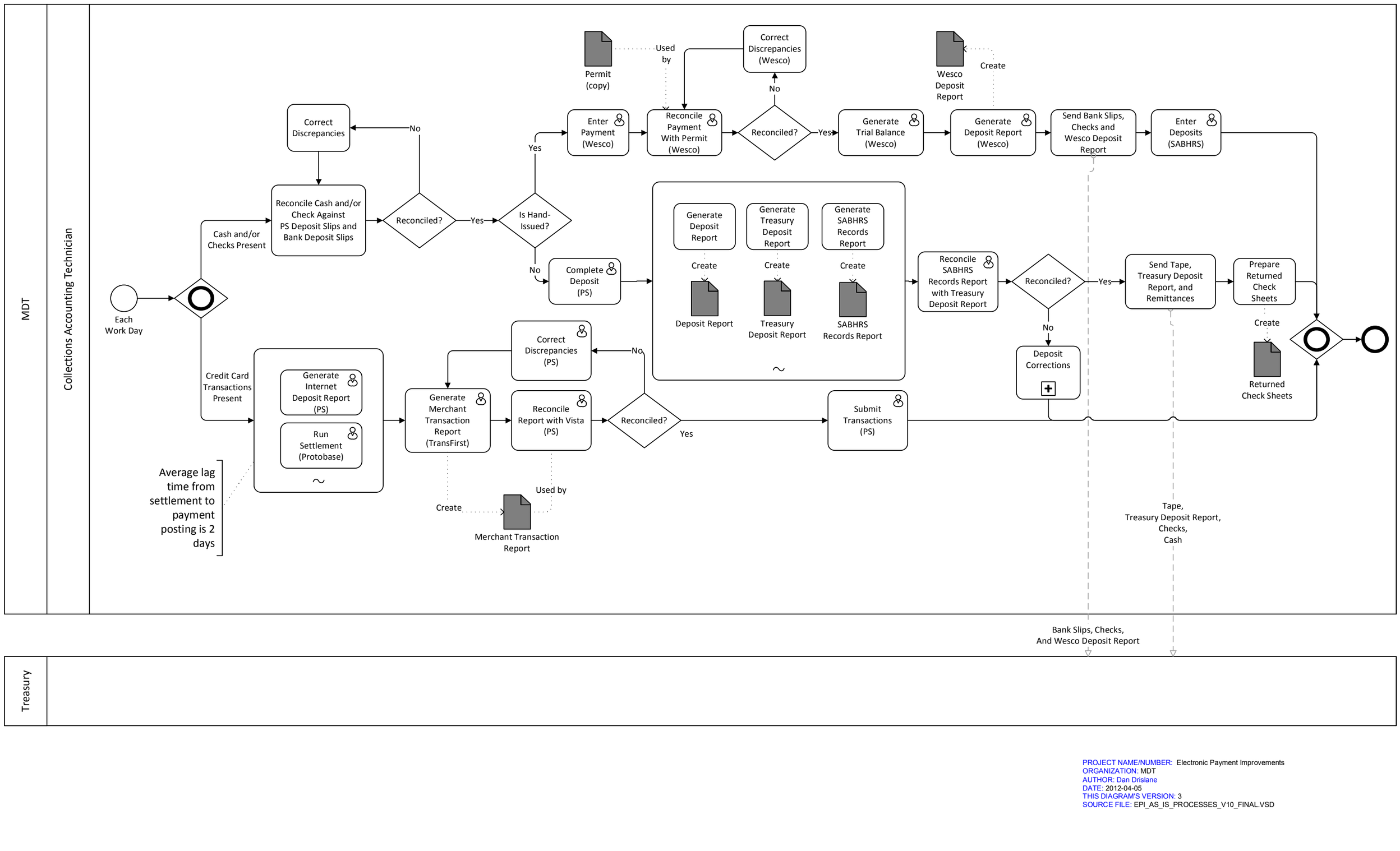
PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-02-23
THIS DIAGRAM'S VERSION: 2
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

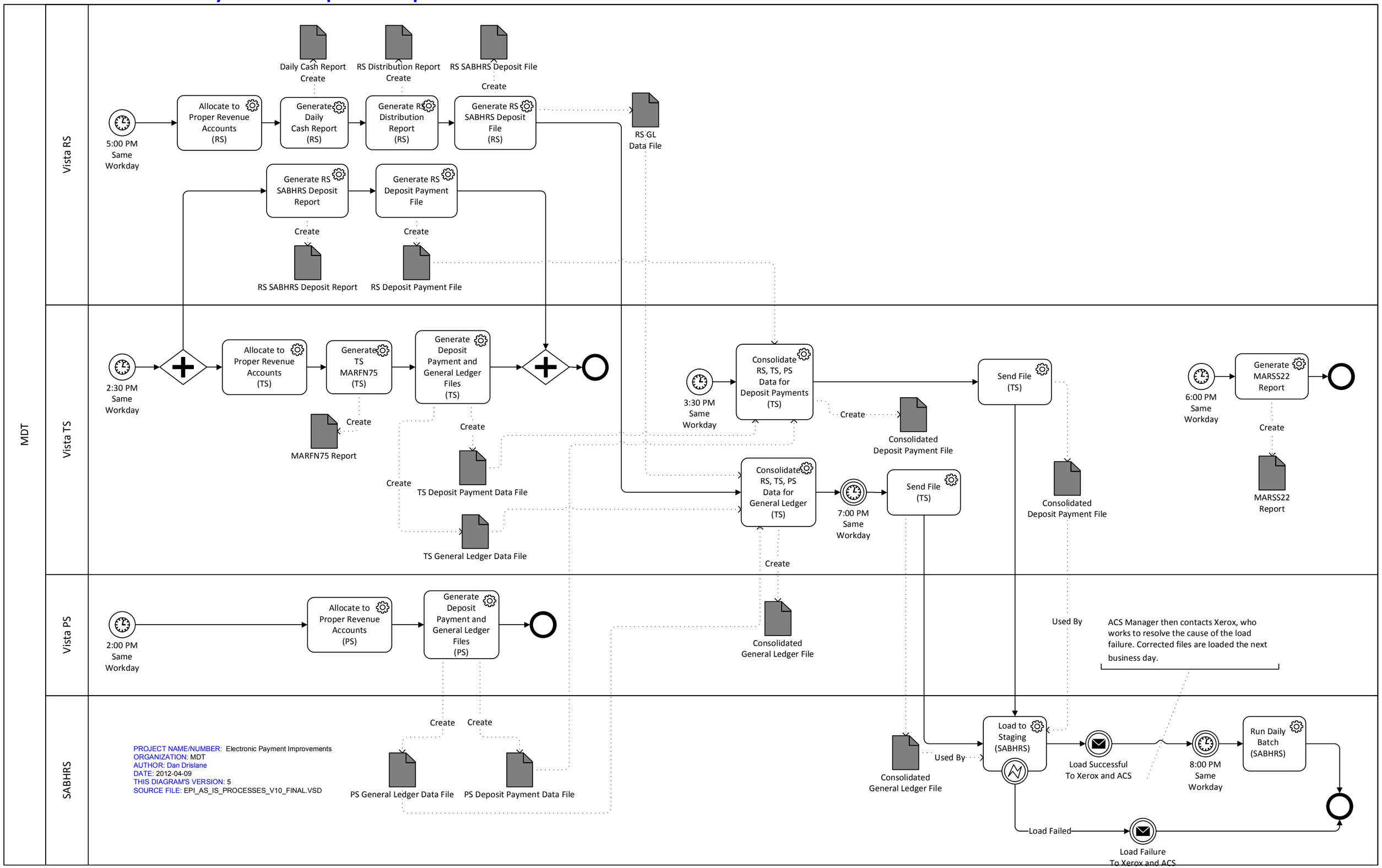
AS-IS PROCESS 28: End-of-Day Check Reconciliation



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-05
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 29: Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation



PROJECT NAME/NUMBER: Electronic Payment Improvements
ORGANIZATION: MDT
AUTHOR: Dan Drislane
DATE: 2012-04-05
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPI_AS_IS_PROCESSES_V10_FINAL.VSD

AS-IS PROCESS 30: Daily SABHRS Deposit Setup